

3107 - ENGINEERING INSPECTOR

NATURE OF WORK

Responsible technical work in enforcing compliance with applicable national, state, and local laws, codes, ordinances, and regulations in the City's Building Services Department through reviewing civil engineering plans and specifications of new and existing building sites. Work includes field and office duties.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Conducts technical field inspections of existing buildings to judge compliance with Federal Emergency Management Agency and environmental regulations and related laws, codes and ordinances.

Conducts technical field inspections of new buildings to confirm they were built according to approved plans and specifications.

Identifies buildings (those over 40 years old) and notifies owners of need to recertify.

Analyses engineering and architectural report to determine needed repairs or approves recertification.

Inspects buildings for recertification to verify the structural condition and enforces the correction of any violation found.

Reviews site plans, blueprints, specifications, and materials lists to determine compliance with applicable regulations and good civil engineering practices and recommends approval or rejection.

Recommends methods, materials, equipment, and alterations to assist in compliance with accepted civil engineering standards.

Prepares reports, records, and correspondence concerning building recertification, inspections, illegal subdivisions, new construction FEMA certification, and other relevant items.

Updates information in computer data base.

Performs related work as required

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of national, state, and local laws, codes, ordinances, and regulations regarding construction, alteration, and repair of building sites.

Knowledge of civil engineering and land surveying principles and practices.

Knowledge of the various utility systems serving the City of Miami Beach.

Knowledge of planning and zoning requirements and practices.

Ability to read and interpret blueprints, plans, drawings, specifications, and diagrams and to determine conformance with established standards.

Ability to read, understand, explain, and apply regulations.

Ability to make technical inspections and render valid decisions.

Ability to enforce regulations tactfully, firmly, and impartially.

Ability to establish and maintain effective working relationships with other employees, agencies, and the public.

Ability to make arithmetic and statistical computations with speed and accuracy.

Ability to use appropriate computer software in analysis, calculations, and record keeping.

Ability to communicate effectively both verbally and in writing.

Ability to research data and originate legal documents and other instruments of law.

Ability to prepare clear and concise records, reports, correspondence, and other documentation.

Ability to complete forms legibly and accurately.

MINIMUM REQUIREMENTS

Graduation from an accredited college or university with a Bachelor's degree in Civil Engineering, Building Construction, Architecture or equivalent; OR two (2) years full-time paid technical experience in civil or architectural engineering supplement by related college coursework or vocational training; OR General Engineering or General Contractor certification from Dade County Construction Trades Qualifying Board or Florida Construction Industry Licensing Board. Driver's license. Background investigation. Urinalysis for illegal drugs; controlled substances, and/or their metabolites.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. Some standing, walking, moving, climbing, bending, kneeling, crawling, and reaching. Must have the physical ability to bend, crawl and climb over construction sites and within buildings. Must be able to drive an automobile and perform on-site inspections at locations which may not be accessible to the physically handicapped.

SUPERVISION RECEIVED

General and specific assignments are received. Work is performed with some latitude for the use of independent judgment. Work is reviewed on a frequent basis and evaluated through verbal and written reports.

SUPERVISION EXERCISED

None.

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